

**Palos Verdes Baptist Church  
Expense Advance / Reimbursement Request**

<b>Requestor: Please complete this section</b>		
Date	<input type="checkbox"/> Advance	Amount
Requestor <i>(Name of person to be paid)</i>	<input type="checkbox"/> Reimbursement (attach receipts)	
	<input type="checkbox"/> Receipts for spending against advance	
Expense Description		

<b>Approvers: Please complete this section</b>			
1 <sup>st</sup> Approval	Date	Department	Budget Category
2 <sup>nd</sup> Approval <i>(Required for expenses &gt; \$250)</i>	Date	Department	Budget Category

<b>Finance Department Action</b>		
Check Number	Amount	Notes

Version 05/1/2010

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